

# Electronic Loan Record Detail Report



## What is an electronic loan record detail report?

An electronic loan record detail report is an electronic version of the hardcopy loan record detail report a school receives with its cohort default rate. The electronic report provides schools with a more efficient way to review, sort, and analyze its cohort default rate data.

This report contains the same information as the hardcopy loan record detail report and will eventually replace the hardcopy report.

Please refer to the "Loan Record Detail Report" section beginning on page 47 for a description of the data elements contained in the electronic loan record detail report.

## Which schools are able to obtain an electronic loan record detail report?

Electronic loan record detail reports are available to all schools that receive an official cohort default rate notification letter.

## What is the format of the electronic loan record detail report?

The electronic loan record detail report is available as a preformatted report (**report**) or as a data file extract (**extract**). The **report** is representative of the hardcopy loan record detail report and can be accessed using standard word processing software. The **extract** allows a school to query the cohort default rate data based on the school's needs. The file layout for the extract is located in "Appendix B".

## Are there time frames associated with requesting an electronic loan record detail report?

A school may request an electronic loan record detail report at any time. However, if a school that did not receive a hardcopy loan record detail report intends to submit a cohort default rate adjustment/appeal, the school must request the loan record detail report **within 10 working days** of receiving its official cohort default rate notification letter.

If a school is unable to request the electronic loan record detail report because the school does not have a National Student Loan Data System (NSLDS) user-ID and/or a Title IV WAN account, but wishes to submit a cohort default rate adjustment/appeal, the school must, **within 10 working days** of receiving its official cohort default rate notification letter, **contact the Department's Default Management Division** at (202) 708-6048 to inform the Department that it does NOT have an NSLDS user-ID and/or a Title IV WAN account but would like to request its electronic loan record detail report.

## What are the procedures for requesting an electronic loan record detail report?

Electronic loan record detail reports are requested using the Department's NSLDS web site. Once the request has been made via the NSLDS web site, the report is delivered to the Title IV WAN mailbox associated with the NSLDS user-ID that was used to make the request. EDconn32 software is used to download the report from the user's Title IV WAN mailbox. Therefore, in order to request an electronic loan record detail report, the requestor must have an NSLDS user-ID, a Title IV WAN account, and EDconn32 software.

**Q.** How can a school obtain an NSLDS user-ID, a Title IV WAN account, and/or EDconn32 software?

**A.** To obtain an NSLDS user-ID, contact NSLDS Customer Service at (800) 999-9219. To obtain a Title IV WAN account or EDconn32 software, contact Title IV WAN Customer Service at (800) 615-1189.



### Note

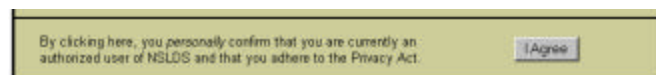
There are two types of NSLDS user-IDs – an **on-line services only** NSLDS user-ID and an **on-line services and batch** NSLDS user-ID. Because both NSLDS user-IDs have associated Title IV WAN mailboxes, both user-IDs can be used to request an electronic loan record detail report. However, if the **on-line services only** NSLDS user-ID is used to request the report, it is important to realize that the report will be placed in the Title IV WAN mailbox associated with the **on-line services only** user-ID and NOT in the Title IV WAN mailbox associated with the **on-line services and batch** user-ID.

The following provides a step-by-step description of how to request and download the electronic loan record detail report.

**Step 1:** Log onto the Department's NSLDS website at **www.NSLDSFAP.ed.gov** by entering the user's NSLDS **user-ID and password** and clicking on **Logon**.



**Step 2:** Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and you will adhere to the Privacy Act by clicking on **I Agree**.

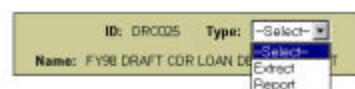


**Step 3:** Once logged onto NSLDS, select the **Report** tab at the top of the screen.



**Step 4:** Under the Report function, click on the blue number box to the left side of the screen for the **CDR Loan Detail Report**.

**Step 5:** Select either **Extract** OR **Report**. This option will determine the format of the file that is provided.



- An **extract** allows a school to query the cohort default rate data based on the school's needs. The file layout for the extract is located in "Appendix B".
- A **report** is representative of the hardcopy loan record detail report and can be accessed using standard word processing software.

**Step 6:** Click on **Submit**.



**Step 7:** Verify that the information is correct and click **Confirm**.

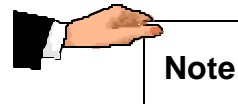


**Step 8:** A message will appear indicating the request was successfully submitted.



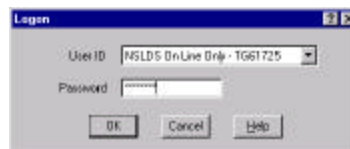

For questions about the NSLDS website or requesting the electronic loan record detail report, contact NSLDS Customer Service at (800) 999-8219 or [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com).

**Step 9:** Before downloading the electronic loan record detail report from the Title IV WAN mailbox associated with the NSLDS user-ID that was used to make the request for the report, verify that the Title IV WAN mailbox has been successfully converted to receive data via the Student Aid Internet Gateway.

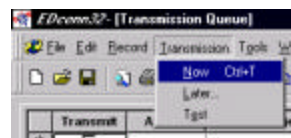


If the Title IV WAN mailbox in question has not been successfully converted or if you are unsure if the Title IV WAN mailbox has been successfully converted to the Student Aid Internet Gateway, contact Title IV WAN Customer Service at (800) 615-1189.

**Step 10:** Log into the EDconn32 software using the user-ID associated with the NSLDS user-ID that was used to make the request for the electronic loan record detail report.



**Step 11:** Select **Now** from the **Transmission** menu.



**Q.** How soon after requesting the electronic loan record detail report will the user be able to download the report?

**A.** If the electronic loan record detail report is requested before 10am EST, the requestor should be able to retrieve the report by the end of the same business day that the request was made. If the report is requested after 10am EST, the requestor will be able to retrieve the report by the next business day.

**Step 12:** Once EDconn32 has finished processing the Transmission Now request, select **Mailbox Query** from the **New** option on the **File** menu.

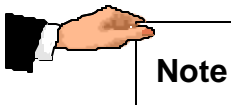


**Step 13:** EDconn32 will provide a list of those files that are available for download. From the list of files available to be downloaded, identify the electronic loan record detail report that was requested.

Move to TQ	Message Class	Item Number	Description	S
<input type="checkbox"/>	ODRE98OP	003168933266281757	DRAFT 98 RATE EXTRACT	T0500
<input type="checkbox"/>	ODRR98OP	003168933266447752	DRAFT 98 RATE REPORT	T0500

The FY 1998 official loan record detail report will be listed using the following message classes:

- ODRE98OP for **extract** files;
- OR
- ODRR98OP for **report** files.



**Note** At the time this Guide was sent to print, it was unclear if the Department would be able to provide electronic loan record detail reports for cohort default rates other than FY 1998. However, if the Department is able to provide electronic loan record detail reports for cohort default rates other than FY 1998, "Appendix C" provides a complete listing of the message classes associated with cohort default rates other than FY 1998.

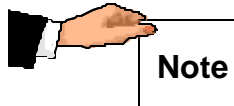
**Step 14:** Place a check mark, in the **Move to TQ** column, next to the message class associated with the requested electronic loan record detail report.

Move to TQ	Message Class	Item Number	Description	S
<input checked="" type="checkbox"/>	ODRE98OP	003168933266281757	DRAFT 98 RATE EXTRACT	T0500
<input checked="" type="checkbox"/>	ODRR98OP	003168933266447752	DRAFT 98 RATE REPORT	T0500

- Step 15:** Select **Now** from the **Transmission** menu.  
EDconn32 will download the file to the designated directory.



- Step 16:** Access the file from the directory that was designated to receive the downloaded file.



For questions about the Title IV WAN mailbox or downloading files, contact Title IV WAN Customer Service at (800) 615-1189.